

THE TULALIP TRIBES
Tribal Police Department
Job Description
"In House Opportunity Only"

JOB TITLE: Communications Officer

JOB NUMBER: TTT-003-07

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High school diploma or GED Equivalent *preferred*.

SKILLS:

☐ Must have knowledge of the tribal personnel manual.

☐ Must be computer literate with knowledge of word processing and excel, and setting up and maintaining a computerized recording and monitoring system, etc.

☐ Capable of typing 35 words per minute. (**Test required**)

☐ Must have general knowledge of office machines and procedures.

☐ Ability to maintain confidentiality.

☐ Excellent attendance

☐ Must be able to multi-task.

EXPERIENCE:

☐ Six months office experience.

☐ Previous dispatch experience (May be substituted with other emergency background experience)

☐ Prior working experience utilizing communication and public relations skills.

OTHER REQUIREMENTS:

☐ Required to have tolerance, patience and understanding to deal with frustrated, upset and sometimes angry people on a daily basis.

☐ Required to do random drug testing.

☐ Required to do a criminal background investigation.

☐ Required to work any shift including holidays weekends.

☐ Must be willing and available for emergency call ins.

Physical Characteristics and/or Prerequisites:

☐ Finger and manual dexterity for the operations of personal computer, office machines and routine procedures.

☐ Strength to lift up to 20 pounds on an occasional basis.

☐ Mobility to bend and stoop frequently.

☐ Ability to climb stairs.

☐ Ability to sit for long periods.

Tribal Department: Tulalip Police Department

Employee Classification: Non-Exempt

Job Summary: Ensure that calls for service received by the Tulalip Tribal Police Services are handled in the best of interest of the membership. Dispatch Officers to calls and perform the duties and functions contained in the Tulalip Tribal Police Policies and Procedures.

Employee Reports To: Communication Officer Supervisor then to Patrol Officer Sergeant and/or Lieutenant

Extent of Job Authority: Answers calls for police services, operates confidential police computer systems, keeps warrant records and court documents. Files report, gathers data, operates two-way police communications, phones and cell phones. Operates within the Tulalip Tribal Police policy and procedures.

Specific Duties Performed:

1. Operates the Police Services ACCESS confidential computer systems, Department of Motor Vehicle Computers, NCIC systems.
2. Maintains the Warrant Records, Restraining Orders, No Contact Orders and Tribal subpoenas.
3. Keeps all emergency phone listings updated and the law enforcement contact list.
4. Answers all incoming calls to the police department dispatches police vehicles, fisheries officers, and other tribal programs.
5. Operates the computer aided dispatch programs, the Expeditor Report System, and record management system.
6. Meets with the public visiting the Tulalip Tribal Police Services and information are taken care of in a timely manner.
7. Is in daily contact with tribal Police Services audio and video security systems.
8. Operates and maintains the Tulalip Tribal Police services audio and video security systems.
9. Enters accurate and detail information into the CAD (Computer Aided Dispatch System)
10. Is responsible for keeping all information and records confidential.
11. Maintains contact with officers on duty to ensure that they are safe in the field and assist all officers with all assistance needs.
12. Will handle all reports daily, copy and send to the appropriate departments as soon as possible and make a file for each report and file it.
13. Answers all requests for accident and theft reports from Insurance Companies and persons requesting the information, mail reports, accept and receipt any fees for reports in a timely manner, along with a cover letter to insurance companies.
14. Maintains and keeps all office equipment in good working order and to order any supplies that is needed for equipment.
15. Makes sure your office is maintained and kept in order.
16. Operates within the guidelines of the Tribal Police Policy and Procedures Guide.

Terms of Employment: This is a Regular Full-time position requiring at least 40 hours per work, or 2080 hours per year.

Pav Range: \$17.03 - \$18.77 Per Hour

Opening Date: January 11,2007

Closing Date: January 26,2007 @ 4:00 P.M.

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1(800) 869-8287.